

MID-ATLANTIC REGION OFFICIAL MAIL BULLETIN

ISSUE # 33

NOV 2002



This bulletin is published by Regional Navy Mail Center, Fleet Industrial Supply Center, Norfolk, Virginia. It is intended as a means to provide pertinent information about policies and procedures for preparing and distributing Official Mail and Material. Any questions concerning the information in this publication should be directed to:

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Note from the Director

The holidays are upon us again, and another year is almost gone. We have spent most of 2002 adjusting to a new world brought on by 9/11, and anthrax. Our vigilance to possible threats has remained high. RNMC has looked more closely at the six (6) million pieces of mail received this year. We have identified several pieces as being suspicious. Thankfully, none of the items resulted in being dangerous. We have again analyzed our procedures and are working on some new things that will make the mail even safer. As we prepare to celebrate the holidays, we will continue to be alert to the modern and safer mail processing procedures. As this year comes to a close, all the employees at the Regional Navy Mail Center wish you a wonderful Thanksgiving, a Merry Christmas and a Happy New Year.

Mail Safety

The RNMC Mail Safety Training presentation on the FISC website has been updated. We think it is much more professional, and may even keep your attention a little longer. We have already incorporated the new presentation into our regular Mail Orderly Training sessions. We look forward to serving you next year with more. Be sure to check the web at www.nor.fisc.navy.mil. Click on Regional Mail to review the version and let us know what you think.

Upcoming Events

National Postal Forum
16-19 May 2003
Seattle, Washington



MID-ATLANTIC REGION

Holiday Hours

Attached is a flyer providing the hours of operation at the RNMC and its branches over the Christmas and New Year holidays. Please make note of them for future use.

Christmas Celebration

On Thursday, 05 December, RNMC and its branch offices will close early so that all employees may take part in the RNMC Annual Christmas gathering.

Office Closings

Branch Offices	1130
RNMC (Naval Station)	1300

We will reopen on Friday with normal hours of operation.

Luncheon

The next luncheon will be 29 January 2003 at the Little Creek Chief's Club. Mr. Hass has been invited to join us. Hopefully he will be able to make it this time.

Mail Orderlies/Clerks

Starting with the first Mail Orderly/Clerks training classes in January 2003, all new designations of orderlies/clerks will have a 24-month expiration date. The RNMC stamp, applied to the DD Form 285 to certify an individual as an Orderly/Clerk will show the date (24 months from completion of training) that the card expires. Upon expiration, the individual must attend training again to be recertified.

New Facilities

We are getting closer and closer to moving into our new home. The move may come before Christmas; but if not, we will be moved by the first week of January.

Mail Boxes

All commands serviced directly by the RNMC at Building U132 will be assigned a post office box. This will allow you to come in and pick up your mail without waiting in line or dealing with a customer service representative. Notices will be placed in your box when you have "Accountable Mail" or articles too large for your box. However, you will still be required to deposit all outgoing mail directly with a customer service representative.

Certified Mail

New procedures went into effect for the processing of "Certified Mail" on 12 November 2002.

a. RNMC customer service personnel will date stamp the receipt portion of the certified Form 3800 and return to the customer when presented for mailing. No additional information other than the date is required on the receipt portion.

b. Commands not desiring to keep this portion of the receipt should remove before mailing.

c. RNMC will remove and discard all receipt portions of the Form 3800 still attached to the mail piece when processed. It will be assumed that the mailer did not desire to maintain that portion.

d. RNMC recommends that all commands commence using the USPS Firm Mailing Book for certified mail. RNMC will provide copies upon request, along with directions for its use.

New Mail Managers

Name

YNC Doretta Eilbeck
PNCS Jarvis Perry
YNC Lee Nobles
LT Joseph Bochenek
Barbara Waples
YNCS Nancy Batten
MSCM(SW) Jurnell Bailey
LCDR Kecia Dilday
LT Sean McCarthy

Command

NAVAIRES Norfolk
PSD Sewells Point
USS IWO JIMA
Airborne Weapons Training
Regional Bachelor Housing
VRC-56
Regional Food Services
Joint Forces Intelligence
Operational Medicine

<u>Name</u>	<u>Command</u>
Matilda Spivey	FASTRAGULANT
YNC Maria Wallace	DESRON TWO
YNC Katherine Hallenbeck	VFA-106
ATC(AW) Duane Winter	Family Support, Oceana
HMC Carl Baker	Branch Medical Clinic, Oceana
CDR Mona M. Moore-Meaux	Branch Dental Clinic, Oceana
YNC(AW/SW) Okerse Miller	VF-11
LT Randy Bollman	CVW-7
YNC(SW) C. Montoya	Special Warfare Group 4
YNC(SW/AW) R. Reyes	PHIBRON FOUR
Laura Lowman	RASO Yorktown
Ed Waller	PMIT Northwest
Oliver Stancil	Regional Fire Northwest
LT Traci Keegan	Inspection and Survey
LTJG Tyler Ross	USS COLE
YN1(SW/AW) J. Becker	Carrier Group 8
YNC(SW) Cedric Crawford	COMSECONDFLT

Official Mail Manager of The Quarter

To make up for our oversight in the last bulletin, we are including two official mail manager photos for this issue.

OFFICIAL MAIL MANAGER 3RD QUARTER - FY02



Donna Kerley

OFFICIAL MAIL MANAGER
4th QUARTER - FY02



MMSGT Smiley

OUR CONGRATULATIONS TO BOTH OF THEM!!!

Address Changes

Old NJROTC AREA MANAGER
1683 POCAHONTAS ST STE 200
NORFOLK VA 23511-2896

New 1650 GILBERT ST STE 105
NORFOLK VA 23511-2943

Name Changes

Old COMMANDER
SPECIAL BOAT SQUADRON TWO
2220 SCHOFIELD RD STE 100
NORFOLK VA 23521-2845

New COMMANDER
NAVAL SPECIAL WARFARE GROUP FOUR
2220 SCHOFIELD RD STE 100
NORFOLK VA 23521-2845

New Activities

DIRECTOR
NAVAL METEOROLOGY AND OCEANOGRAPHY
PROFESSIONAL DEVELOPMENT DET ATLANTIC
9141 3RD AVE STE 135
NORFOLK VA 23511-2332
SHORT TITLE: NAVMETOCPRODEV DET LANT

BASE COMMUNICATIONS
810 E AVE
VIRGINIA BEACH VA 23460-2123

COMMANDER
NAVAL PERSONNEL DEVELOPMENT CMD
8549 BAINBRIDGE AVE STE 111
NORFOLK VA 23511-2528
SHORT TITLE: NAVPERSDEVCOM NORFOLK

REGIONAL NAVY MAIL CENTER BRANCH OFFICE FLEET SERVICES



**PICTURED (L-R): PCC WILLIAM MYLES, PC2 TERRY ALEXANDER,
PC3 CHRISTOPHER ERVIN, PC1 MICHAEL LAMBERT, PC3 SHAY LEECH,
PC3 ADDIE WEST, PC3(SEL) KWANDREK GLASPER**

Service to the ships when in port, and all mail being shipped via the Naval Air Terminal.



NORTHEAST REGION

Congratulations to the following CNRE Supply Storefront, Groton, Connecticut.

PC2 (SW) Thomas Ferreira
PC2 Fatima Muhammad
PC3 Samuel Graham

Navy Achievement (2nd Award)
Good Conduct (1st Award)
Flag Letter of Commendation

Bravo Zulu to Naval Air Facility, Brunswick Maine on completing an extremely successful SMI. The postal operations received a grade of "OUTSTANDING". Congratulations to PC2 Adams and Mr. Roger Scott on running a "SUPER POSTAL OPERATIONS" site.

Mid-Atlantic Region
Official Mail Manager's Luncheon

Place:

Chief's Club
Naval Amphibious Base
Little Creek
Phone: 499-4428

Directions:

Gate 4 at Boone Clinic
Turn left on Gator Blvd
One-half mile on right

Date: Wednesday, 29 January 2003

Time: 1130-1330

MENU

Buffet
Prices start at \$6.00

SPECIAL GUEST: Mr. Al Hass, Navy Official Mail Manager

Reservations

Only the first 50 people are guaranteed a seat. Get Your reservation in early.

YOU MAY FAX, MAIL OR E-MAIL YOUR RESERVATION

Name: _____ Phone: _____

Command: _____

E-mail: _____


I will/will not attend the luncheon
(circle one)

RESERVATIONS MUST BE RECEIVED BY 24 JANUARY 2003

Return To: Steve Murray
Regional Navy Mail Center
9225 Third Avenue
Norfolk VA 23511-2324
Fax: 444-9796
E-Mail: steve_j_murray@nor.fisc.navy.mil

-or-

Tracie Chalmers
Com: 444-9126, ext 14
E-mail: tracie_d_chalmers@nor.fisc.navy.mil



CHRISTMAS AND NEW YEAR HOLIDAY HOURS

BRANCH OFFICES

MONDAY, 23 DEC 02	CLOSE 1430
TUESDAY, CHRISTMAS EVE	CLOSE 1300
WEDNESDAY, CHRISTMAS DAY	**CLOSED**
THURSDAY/FRIDAY	CLOSE 1430
MONDAY, 30 DEC 02	CLOSE 1430
TUESDAY, NEW YEAR'S EVE	CLOSE 1400
WEDNESDAY, NEW YEAR'S DAY	**CLOSED**
THURSDAY/FRIDAY	CLOSE 1430
MONDAY, 06 JAN 03	NORMAL HOURS

REGIONAL NAVY MAIL CENTER NAVAL STATION

MONDAY, 23 DEC 02	CLOSE 1500
TUESDAY, CHRISTMAS EVE	CLOSE 1300
WEDNESDAY, CHRISTMAS DAY	**CLOSED**
THURSDAY/FRIDAY	CLOSE 1500
MONDAY, 30 DEC 02	CLOSE 1500
TUESDAY, NEW YEAR'S EVE	CLOSE 1430
WEDNESDAY, NEW YEAR'S DAY	**CLOSED**
THURSDAY/FRIDAY	CLOSE 1500
MONDAY, 06 JAN 03	NORMAL HOURS

HAVE A SAFE AND HAPPY
HOLIDAY SEASON!!!